

HOUSEHUNTING TRIP:

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If a trip is authorized, and you think you will be taking the trip, please complete the following:

- a. Trip will be made by:
Employee _____ Spouse _____ Both _____
- b. Number of days required (Not to Exceed 10 days), including travel time:

- c. Proposed dates of trip, if approved:
_____ Through _____
- d. Proposed mode of transportation:
_____ Privately owned automobile (POV)
_____ Common carrier: Air _____ Train _____ Bus _____

The househunting trip for the employee **must** be completed the day prior to reporting for duty at the new permanent location. Your spouse may take the trip with you, or separately, before or after you report to your new permanent location before they relocate to the new official station. Reimbursement is **not** authorized for children.

You have two options for entitlement: Actual Expense and Fixed Expense.

You are entitled to the authorized transportation expenses for either method.

Actual Expense Per Diem Method

Househunting for actual expense is authorized not to exceed 10 calendar days based on the standard CONUS per diem rate of \$55 for lodging and \$30 for meals per day for the employee. The spouse is authorized 75% of the employee rate for each day. Receipts for all transportation, lodging, etc is required.

Fixed Expense Per Diem Method

If both you and your spouse take the trip together or separately, a single amount is determined by multiplying the applicable locality rate (TDY location rate) by 6.25; or if only you or your spouse take a househunting trip, a single amount is determined by multiplying the applicable locality rate by 5. Receipts for transportation only is required.

Please select the method of Househunting Trip expense you wish to receive:

Actual Expense Per Diem Method: _____

Fixed Expense Per Diem Method: _____

If you choose to take a househunting trip at government expense, the full 60 days of temporary quarters expenses will be reduced accordingly.